

DCI/ICS 82-4905
4 May 1982

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6 MAY 1982

MEMORANDUM FOR:

[redacted]
Director, Office of Imagery Collection and
Exploitation, ICS

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FROM:

[redacted]
Chief, Administrative Staff, ICS

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SUBJECT:

Procedures for Acquisition of Additional Word
Processing Equipment

REFERENCE:

D/OICE memorandum, dated 22 February 1982, Subject:
O/ICE Word Processor (NBI) Requirement

1. Your office has indicated an additional requirement for word processing equipment, specifically the NBI System 3000. This system is now the standardized word processing equipment for the IC Staff.

2. In order to obtain approval from the responsible office, the Office of Data Processing (ODP), for the acquisition of additional word processors, we must adhere to certain specified procedures in surveying and justifying our needs. The first step is the preparation of an Estimated Annual Typing Worksheet. This worksheet and the appropriate instructions are attached as Attachment A. The second step is the completion of the System Configuration Worksheet, attached as Attachment B with instructions.

3. Upon completion of the aforementioned worksheets, they should be forwarded to me with a covering memorandum restating your requirement. Your memorandum must include the following factors:

a. State why this survey was initiated (i.e., backlog in work, anticipated increase in workload, any problems with the current system).

b. Describe how the typing workload is being accomplished:

(1) Brand and type (i.e., mag card, electric typewriter, etc.);

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- (2) Number and locations of workstations and printers;
 - (3) Primary users (secretarial, non-clerical) and their grades;
 - (4) Reviewing procedures;
 - (5) Inter/intraoffice interface requirements;
 - (6) Disposition of existing equipment, if any
- c. Other justification, such as equipment compatibility, etc.

4. We will compile the final justification package for ODP and staff it with that office. In order to expedite this project, I would appreciate receiving your input before the end of May 1982. If you can get it in earlier, the sooner we can get started.



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Attachments:

- A. Estimated Annual Typing Worksheet
- B. System Configuration Worksheet

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DCI/ICS/AS, 4 May 1982

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